



# Office of the City Clerk

Weekly Report – for Week Ending April 27, 2018

## OFFICE OF THE CITY CLERK – PROJECT HIGHLIGHTS AND STATUS

### Elections

The City Clerk was the special guest at the Mayor's Westside Youth Council on Saturday, where she shared information about her career path and described the Office of the City Clerk's mission and its role in the City.

The Office of the City Clerk participated as an exhibitor in the youth section of the LA Times Festival of Books (CD9). Approximately 860 attendees were reached, and 48 of them were registered/pre-registered to vote. Parents were excited to receive the "Election Day" children's activity booklet which explains voting and elections through word games and quizzes.

The first of two statewide high school outreach weeks kicked off this week. A total of 616 students attended a mock election at Ramon Cortinez High School (CD1) and an information table at Valley Academy of Arts & Sciences (CD12). 439 students were registered/pre-registered to vote.

Elections staff attended two foster youth events: *Celebrate Foster Youth Power* (CD9), and *the Biddy Mason Charitable Foundation* resource fair (CD8) where over 75 youth were in attendance and 14 registered/pre-registered to vote.

Four classroom presentations were provided at West LA College (Culver City). 101 students were in attendance and 20 registered to vote.

Staff attended swearing in ceremonies at the Convention Center (CD 9) where they engaged 840 new citizens and registered 89 of them to vote.



### Neighborhood Council (NC) Elections

Staff attended the first of four community meetings for the Westwood NC Subdivision Election on Wednesday, April 25 where they presented an overview of the subdivision election process and answered questions from the public. Additional meetings will be set up by EmpowerLA between May and June.

The online Vote-By-Mail application system for the Westwood NC Subdivision election has drawn over 300 applicants to date. Staff processed the requests and mailed this initial batch. The ballot design will serve as the main template for the series of upcoming subdivision elections scheduled over the next few months. The application period ends May 15. These ballots will be counted using the Elections in-house tally system.



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## **Administrative Services Division**

Human Resources has been working with staff from the elected offices on the 2.25% salary increases per EAA MOUs and the agreement for non-represented employees scheduled for June 24, 2018. Staff from elected offices are also being informed of the new Self-Serve W-4 module for payroll deduction changes.

Human Resources is also currently assisting with recruitment efforts for an Assistant Executive Director for the Cannabis Regulation Department.

## **Business Improvement Districts (BIDs)**

Hearings were held at the Economic Development Committee meeting for the 2019 renewals of the Little Tokyo merchant-based BID, the Hollywood Entertainment District and Fashion District property-based BIDs, and the 2018 Brentwood Village property-based BID's Annual Report.

## **Records Management**

The City Records Center has prepared 115 boxes of Council files from 1999-2000 for imaging by the contracted vendor.

## **Neighborhood Council (NC) Funding**

To date, the NC system has spent approximately 57% of its \$4.2M annual budget allocation.

Financial Officer Funding Training was held on April 23 at the Topanga Community Police Station in the North Valley. On April 24 a second training was held at City Hall.

## **Systems**

Staff converted the Office of the City Clerk's overtime request paper form to an electronic web-based form with complete workflow and two-step approvals. This streamlined process will eliminate the use of paper, speed up processing time, improve accuracy, and provide better audit functionality.

## **ISSUES**

During a system upgrade over the weekend, the database records for the NC financial management system got out of sync, resulting in eight duplicate check requests being sent to Union bank for processing. The bank was able to detect the duplicate request and has made the necessary corrections. The issue has been resolved and necessary measures were put in place to prevent future occurrences.